FY17 Performance Based Pay Timeline

MLS/GSS Longevity Eligible Employees

The following timeline is a performance management cycle timeline for MLS eligible for performance based pay increases and GSS Longevity eligible employees. Use this as a reference to ensure your success through this performance management process.

	Completed	Deadline	Action	Role
Phase 2: MONITOR	☐	Jan. 31, 2017	Schedule, conduct and document progress discussions with employees.	Supervisor
	☐	Jan. 31, 2017	Review progress discussion documentation, enter comments and route progress discussion document to supervisor	Employee
	☐	March 31, 2017	• Enter FY17 ratings and comments (except overall rating and comments) on Oracle WPM appraisals. • Print hard copy of the evaluation. • Enter overall rating and comments on the hard copy. • Share the hard copy with reviewing official.	Supervisor
	☐	Ongoing	• Provide and/or solicit feedback from your supervisor on your performance. • Discuss training and career development opportunities with your supervisor.	Employee
	☐	Ongoing	• Conduct frequent performance coaching sessions with employees. • Guide and encourage employee's career development.	Supervisor
Phase 3: EVALUATE	☐	April 7, 2017	• Review hard copy of employee's performance evaluations • Make recommendations to supervisor.	Reviewing Official
	☐	April 12, 2017	Make edits and enter overall rating and comments on Oracle WPM appraisals.	Supervisor
	☐	April 14, 2017	• Enter performance accomplishments on appraisals in WPM. • Route appraisal in Oracle WPM to supervisor.	Employee
	☐	April 24, 2017	Schedule performance evaluation meeting and meet with employees to conduct performance evaluation discussions (using a hard copy of the evaluation).	Supervisor
	☐	April 30, 2017	Submit appraisals to reviewing official in Oracle WPM.	Supervisor
	☐	May 5, 2017	Approve Appraisals in Oracle (WPM)	Reviewing Official
	☐	May 10, 2017	• Generate Appraisal Status Monitor reports. • Share appraisal statuses as needed.	HR Liaison
	☐	May 12, 2017	Work with supervisors, reviewing officials and employees to ensure appraisals are finalized in Oracle WPM.	HR Liaison
	☐	May 12, 2017	Finalize appraisal in WPM.	Employee
	☐	June 30, 2017	Ensure that supervisors provide you with hard copies of their own and their direct reports completed appraisals for recordkeeping.	HR Liaison

WPM Tools and Resources

Visit **Performance Management Resources** and **WPM System Training Materials** for available online resources including policies and procedures, forms and guidelines.

Questions

Your department HR Liaison is your first point of contact for performance management questions.
If you have additional questions, please contact the Performance Management team at **performance.matters@montgomerycountymd.gov**.